

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on June 9, 2023

Present: John Kern, Frank Boisvenue, Liz Tucker, Rachel McGregor, Susan Ditmar, Sandra Freeman, Sarah Trant, Ken Major, Doreen McNair, Jeet Wadehra, Kay Dubie

Regrets: Moe Saleh, Greg Richardson

Associates/Guests: Janet Baigent (City of Ottawa), Peter van Boeschoten (Probus), Karen Gilbert (Astoria), Shari Clancy and Hope Lussier (Wildpine), Margot Beak (Waterford Grand), Caroline Inman (Solva Senior Living), Patsy McCarthy (Aspira Red Oak), David Lee, Michael McMahon

Opening: President John Kern opened the meeting shortly after 9:00 am with a welcome to all and an introduction of guests.

Approval of agenda:

Sarah Trant moved that the agenda be approved as circulated; seconded by Frank Boisvenue. Carried.

Approval of previous minutes:

Jeet Wadehra moved that the minutes of May 12, 2023 be approved as circulated, seconded by Susan Ditmar. Carried.

There was one matter arising/clarification: Janet indicated that for the speed bump issue (under Advocacy and Outreach), any facility issues such as this should be forwarded to her.

Presentations:

Aspira Red Oak (Patsy McCarthy): Red Oak were very happy to host “A Glimpse of Italy” during Far West Fun Fest, and want to continue hosting events such as this. They have a new recreation manager with great ideas; all members will be invited to attend.

Astoria by Alavida Lifestyles (Karen Gilbert): New brochures are available; model suites should be available by the end of the month. Astoria is happy to be sponsoring the food at our AGM on June 19.

Solva Senior Living (Caroline Inman): Solva works with retirement homes and seniors’ homes in the community (including those present), providing a free service to seniors and their families. They are doing presentations now, at a resource center in Bells Corners. Silver Cross will be doing a presentation about equipment on Wednesday, June 14 at 1:00 pm.

Wildpine (Shari Clancy): will be celebrating their fourth anniversary next week.

Waterford Grand and The Bristol (Margot Beak): The Bristol provides apartments for seniors to live independently (currently full, but there is a waiting list). On Sunday, June 11, there will be an island-themed open house from 1-4pm; everyone welcome.

City of Ottawa (Janet Baigent): Spring has been busy, as the Center helped out the council with Far West Fun Fest. Canada Day celebration is Thursday, June 15; Volunteer Recognition Event is Thursday, June 22 (80 confirmed attendees; still 40 who have not replied). Registration is open for the summer session; some programs are already full. Center shutdown is June 26 to July 9 inclusive. Canadian Blood Services have moved out of the KRC due to summer camps, and will be holding blood drives at the KSC instead. The café will have to be closed on those days. There will also be Heart Institute workshops in the future, which provide good exposure for the center.

Probus (Peter van Boeschoten): The next speaker is Sandra Hawkins, who will provide a multi-media artist's perspective on Climate Change, Tuesday, June 13. Peter will be stepping away from Probus; he will contact them to see if someone else wants to attend our meetings.

Financial Report:

Liz presented the financial picture as of May 31, 2023 (see attached). Question arose as to the high amount of revenue from the Travel and Lifestyles team – a correction was made and the amended report is attached. We are still waiting for the second invoice from the Community Voice for the Seniors Lifestyle Marketplace advertising; so far, we have only paid for one week. Donations include the \$1000 (actually \$960, since it came through Canada Helps) directed towards the purchase of computer equipment.

Liz also presented the draft financial statements and review for 2022. There was a substantial loss in 2022, and another (smaller) loss is forecast for 2023. We still need to control our expenses, particularly in the café.

Liz Tucker moved that the council approve the financial statements for 2022 with the following amendments:

- **Change the professional fees from \$2938 to \$2373 (the current figure)**
- **Reallocate the New Horizon Grant amount (\$1069) to current general revenue (not deferred)**

Motion seconded by Frank Boisvenue; carried.

Liz Tucker also moved that the financial statements for 2022 be further modified to show the city subsidy for the newsletter and wi-fi as an income and an expense. Seconded by Kay Dubie. Carried.

Amendments to the financial statements as described in these 2 motions will be made, and then the statements will be signed and copied for distribution at the AGM.

Liz Tucker moved that the council propose Kelly Huibers McNeely as our financial reviewer for the 2023 year. Seconded by Frank Boisvenue. Carried.

Correspondence: We sent birthday greetings to Cathy Curry; a thank you note from her was received.

Directors Reports:

Administration: As of the 2023 AGM, we will no longer be a soliciting corporation. The details on this are in the files in the office and on the computer, as provided by Ken.

Communications/PR: Newsletter input is required by June 12; we hope to transition to the new editor with the next few editions.

Technology and Website: Greg submitted the following report:

Replacement for the defective community printer was purchased under the auspices of the donation in memory of Bill Sturgess. The printer will be installed in the next week.

Computer training statistics for the month of May: in 2023- 10 lessons and \$85 in revenue; compared to 2019- 29 lessons and \$200 in revenue.

The KSC website was offline for a few hours on the first of June. The problem was a glitch in the hosting system. The problem was resolved, and no further actions are expected.

Facebook is busy with several new members. It was suggested that “How to use Facebook” is a great idea for a computer seminar for our members.

Travel and Lifestyles: A CAA Travel seminar took place on Thursday, June 8 (28 people attended); Algonquin Cooking School Trip will be Friday, June 9. Over 25 people signed up (own transportation).

The Team has planned the following trips to take place in the near future:

- A trip to the Rideau Carleton Raceway and Casino July 27
- Ottawa River Boat Cruise August 16
- Visit to the Red Oak Retirement Residence in September

We are also exploring re-starting our visit to area Seniors' Residences. In addition, the Team is hoping to hold a series of seminars on various topics in the Fall and Winter. Three new volunteers have joined the committee.

Honours and Awards: Some awards are being planned for the Volunteer Recognition Event; nothing else to report at this time.

Membership and Volunteers: Following the great efforts of the phone committee; data base updates are largely complete. There are still a large number of people we were unable to reach; there will be a form available to complete if any of these people come to the AGM. Some numbers:

Total number of records: 1239

Unable to reach – changed to inactive status: 684 (This includes people where we left multiple voice mail messages but we never heard back from them)

Remainder: 555, 453 of whom have an email address.

Starting in September, we plan to send a monthly email to these 453 addresses (some may be duplicates) with a list of upcoming events and a link to our newsletter.

Health: Jeet has a list of recalls which will be sent to Greg for our website. For the Emergency Preparedness Seminar, a follow-up questionnaire has been sent out, and we hope to plan another seminar in the fall.

Advocacy and Outreach: Moe Saleh sent in the following update on the initiatives he is working on:

- Dementia Neighbourhood Watch Awareness: Several organizations interested in the wellbeing of seniors have been approached to support the KSCI proposal to increase dementia awareness within the neighborhoods. This project is completed after the Neighbourhood Watch Board adopted our proposal
- Kanata Community Forum: provides steering for community projects offered by an array of Kanata community organizations. KSCI is a board member
- Stronger Together: we have been involved with the Dementia Society, promoting dementia training within the community
- Inclusive Study: we supported an initiative to get the community interested in a seniors-related study
- Aging in Place: we acknowledged the efforts of the group to increase safety for seniors living at home
- Older Adult Plan: the City of Ottawa's bid to improve seniors' livelihood was wrapped up last year, no alternative is available yet

It turns out that the Stronger Together program has been cancelled, and is no longer funded, so they cannot do a presentation for us (as described in the April 21, 2023 minutes). With programs being cancelled with no alternatives, we need to be lobbying the city for more support for seniors' programs.

Sponsorship: The Bradley has been signed as a new sponsor, but have not paid yet. That brings our total to 6 sponsors and 1 supporter (Kanata Theater). Sandra is working on one more. Our newsletter is now 6 pages (3 double-sided) to accommodate advertisements. Sandra has drawn up a chart listing the sponsors, their date of signing, and what they are entitled to.

Fundraising: No report (still looking for a Board member to take on this portfolio).

Grants: Nothing to report.

Café: In a follow up to the last month's exploration into new signage for the Café, three signs have been purchased and put to use. The Café will be changing the menu offerings. In order to

give the cooks a bit of a break and follow a pre-pandemic tradition, we are removing the hot meal entrée from the menu for the summer. We will be offering Salad Plates instead. This will come into effect when the Centre opens after the Maintenance shut down and last until Labour Day in September. At that time the Salad Pates will be dropped and the hot entrees will be restored.

Concern was expressed about whether dropping the hot entrees over the summer would have a negative effect on our revenue. It was agreed that our cooks did deserve a break, and it has been common practice in the past to not serve hot meals over the summer.

Frank Boisvenue moved that the cost of a salad plate in the café be raised to \$5.00. Seconded by Sandra Freeman. After discussion, the motion was carried.

Advisory: Minutes of the meeting held June 5 were circulated to Board members; both the council and the center will be looking for new volunteers for this committee in the fall.

Old Business:

Far West Fun Fest: was deemed a great success; 80 people registered, and everyone had a great time. Kay and Liz are looking for new coordinators for next year. The information on all the activities was sent to the insurance company and approved in advance. Caroline Inman (Solva) sponsored Elvis at the closing luncheon. Thanks to all the volunteers and participants.

AGM, Monday June 19: Reminder email was sent to members June 11. Councillors and sponsors have been invited; the mayor is expected to arrive around 12:15. Residences (non-sponsors) will be invited, but will not be officially recognized. Directors attending are reminded to sign in at the registration desk when they arrive. On the subject of photo-copying and the amount of paper required, it was agreed that 4 copies of the handouts would be provided at each table of 8, rather than one per person. We will also do up a powerpoint presentation so members can follow along on the screen.

New Business:

As this was his last meeting as president, John thanked everyone for their support during the year. He has enjoyed it and looks forward to working with a new Board. John was given a round of applause for his work as president.

Next Meeting:

Monday, June 9, 2023, 11:00 am – AGM

Friday, June 23, 2023, 9:30 am for the election of officers and portfolios (Board members only)

Friday, July 14, 2023, 9:00 am – regular Board meeting

Adjournment: Meeting was adjourned at 11:10 am

Kanata Seniors Council
Financial Position as of May 31, 2023

Bank Balance as of January 1 st 2023		4,507.04
Income		
Coffee shop – cash	8,517.15	
Coffee shop – square	6,551.88	
Computer training	740.00	
Sponsorship	2,700.00	
Lifestyle Marketplace	5,563.45	
Travel & lifestyles	1,116.10	
Donations	1,160.00	
Garage Sale	3,616.20	
Far West Fun Fest	3,200.00	
HST returned	710.29	
Miscellaneous (inc.Council shirt)	<u>42.50</u>	
	33,917.57	<u>33,917.57</u>
		38,424.61
Expenses		
Admin, (toner,cheques,vol.wk)	627.71	
Coffee shop	19,548.66	
Travel & lifestyles	1,039.36	
Snrs lifestyle marketplace	2,620.70	
Directors Insurance	660.96	
Membership	150.00	
Computer software & upgrades	207.64	
Garage Sale	128.01	
Far West Fun Fest	290.00	
Miscellaneous	<u>20.48</u>	
	25,293.52	<u>25,293.52</u>
		13,131.09

Café Expenses	Café manager	8,000.00
	Asst Manager	650.00
	Coffee supplies	2,433.31
	Food	6,677.39
	Non food	411.97
	Laundry/oven cleaning	1,000.00
	Transportation	120.00
	Food handler courses	<u>255.99</u>
		19,548.66

Seniors Marketplace.	1 advert	1,356.00	for 1 week
	Hall rental	331.65	
	Signage	525.45	
	Misc. costs	196.99	
	Refunds	157.20	
	Refreshments	53.41	
	Still to come (2 nd week adverts)	<u>1,356.00</u>	
		3,976.70	

Mutual Funds	as of December 31 st 2022	\$32,692.40
	as of March 31 st 2023	\$33,982.56
	increase of	\$1,290.16

GIC renewed April 26/23 \$6,473.00